

NWU Biblioteek & Inligtingsdienste

Potchefstroom

Studente-assistente benodig vir 2018

PLIGTE:

Hulpverlening by leendienste, navorsingsmeent, inligtingsmeent en takbiblioteke.

VEREISTES:

- **M-studente** met min of geen klasbywoning
- Kennis van die biblioteekatalogus en ander databasisse
- Rekenaarvaardig asook goeie kennis van MS Office (Word, Excel, PowerPoint)
- Goeie taalvaardigheid in Afrikaans en Engels
- Sterk diensingesteldheid en goeie interpersoonlike vaardighede
- Besikbaarheid om ten minste 12 ure per week te kan werk

WERKSURE:

Skofte word bepaal na gelang van vereistes by die dienspunt. Sekere skofte na-ure en Saterdagoggende word vereis.

OPLEIDING:

Die bywoning van 'n opleidingsprogram 30 & 31 Januarie 2018 is verpligtend.

SALARIS:

Vergoeding word volgens 'n uurlikse tarief bereken en maandeliks betaal.

DIENSTERMYN:

1 Februarie – 30 November 2018.

AANSOEKE: Sluitingsdatum: 27 Oktober 2017

Aansoeke moet die volgende insluit:

- 'n Verkorte **CV** insluitend 'n onlangse foto van jouself
- **Akademiese rekord**
- 'n **Dekbrief** met melding van jou **studieplanne vir 2018**

Handig asb aansoeke in by die leendienstoonbank, **Ferdinand Postma-Biblioteek** vir aandag: **Martin Nokoane**



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NWU Library & Information Services

Potchefstroom

Student Assistants needed for 2018

DUTIES:

Assistance at the information- and research commons, loan services and branch libraries.

REQUIREMENTS:

- **Masters students** with little or no class attendance
- Knowledge of the library catalogue and other electronic information databases
- Good computer skills and sound knowledge of MS Office (Word, Excel, PowerPoint)
- Good communication skills in Afrikaans and English
- Strong client-service attitude and good interpersonal skills
- Available to work at least 12 hours per week

WORKING HOURS:

Shifts will depend on the requirements of the section where appointed. After-hour and Saturday morning shifts will be required.

TRAINING:

The attendance of a training program 30 & 31 January 2018 will be compulsory.

SALARY:

Remuneration is calculated on an hourly tariff and will be paid monthly.

PERIOD OF EMPLOYMENT:

1 February – 30 November 2017.

APPLICATIONS: **Closing date: 27 October 2017**

Applications must include:

- A Shortened **CV** including a recent photo of yourself
- Your **academic record**
- A **Cover letter** indicating your **study plans for 2018**

Hand in the relevant documentation at the **Ferdinand Postma Library**, Loan Services Desk for attention: **Martin Nokoane**



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